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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #7**

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Julie Stark, Interim Director  
Office of School Support Services

**DATE:** March 2, 2004

**SUBJECT:** Claim Amendment Timeframes

When a claim amendment is necessary as a result of a Child and Adult Care Food Program (CACFP) review, the due date for the amendments will be included in the program review summary letter. All claims must be amended within 30 days from the date of the review letter.

If the claim amendments cannot be completed within 30 days, the institution must request an extension. In rare instances an extension will be granted. The procedure for requesting an extension is as follows:

- Submit the extension request via email to the MDE (Michigan Department of Education) staff that completed the program review.
- Submit the request no later than 15 days from the date of the review letter.
- Fully explain the extenuating circumstances that require an extension and the date claims will be amended.

MDE staff will assess the request to determine whether to grant the extension and contact the sponsor regarding the decision.

If claim amendments are not completed within the 30-day maximum time period and an extension has not been granted, MDE staff will amend the claims resulting in the maximum allowable adjustment.

Non-compliance can impact receipt of CACFP funds and will, in some cases, lead to termination from the CACFP.

 **Please keep this memo on file or in a notebook for quick and easy reference.**

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324